



ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401

Questions/Responses No.1 to the Small Procurement  
Request for Proposal (RFP)  
District Court Courier Services  
May 18, 2012

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Is the background investigation required with proposal submission or will after award, at the State's or contractor's expense?

**Response: The District Court shall conduct the background investigation after award and before a notice to proceed is issued, at their expense.**

2. Question: If after award, what is the minimum time frame that the background investigation must be completed?

**Response: Prior to the notice to proceed is issued.**

3. Question: What is the minimum experience required for this procurement?

**Response: The award shall be based on the technical response, the Contractor's experience and capabilities of meeting said requirements per Section 1.1.2 and price.**

4. Question: Can the previous contract information be provided please?

**Response: The current incumbent is Trans Time Express; the current cost is \$3,900.00 per year.**

Date Issued: May 18, 2012  
Colleen Cantler, Procurement Officer

TTY Users: 1-800-735-2258

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